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# Assistance and Preparation of Excel-Based Financial Statements at Fenina Salon & Reflexology

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## Abstrak
Administrasi laporan keuangan meruapakan administrasi umum yang Sebetulnya dalam pelaksanaan sudah harus efesiensi dan efektif, kususnya pada pencatatan laporan keuangan sebagai administrasi umum pada pelaku usaha Fenina Salon & Reflexology sehingga pencatatan laporan keuangan menjadi efesiensi dan efektif. Latar belakan tersebut menjadi landasan tim PKM berupaya mendampingi dan membuat sistem laporan keuangan tersebut pada usaha Fenina Salon & Reflexology Jalan Hollywood Boulevard Ruko, Jl. Rodeo Drive No.27 Blok B6, Mekarmukti, Kec. Cikarang Utara, Kabupaten Bekasi, Jawa Barat 17530. Tujuan pada kegiatan PKM merupakan pendampingan dan pembuatan sistem laporan keuangan berbasis excel dalam implementasi ilmu pengetahuan pada Fenina Salon & Reflexology. Pelaksanaan kegiatan merupakan pendampingan dan pembuatan sistem laporan keuangan berbasis Microsoft excel. Hasil pada kegiatan memberikan dampat positif bagi administrasi keuanan Fenina Salon & Reflexology, sehingga pencatatan menjadi lebih efektif dan efesiensi, laporan keuangan yang simple dan mudah dipahami oleh pihak-pihak yang berkepentingan dalam proses pengawasan perkembangan usaha.
**Kata kunci:** Media Informasi, Sosialisasi, Digital Informasi, Laporan Keuangan

## Abstract
Administration of financial reports is a general administration which actually in implementation must be efficient and effective, especially in recording financial reports as general administration at Fenina Salon & Reflexology business actors so that recording financial reports becomes efficient and effective. This background is the basis for the PKM team to assist and create a financial reporting system for the Fenina Salon & Reflexology business at Jalan Hollywood Boulevard Ruko, Jl. Rodeo Drive No.27 Blok B6, Mekarmukti, Kec. Cikarang Utara, Bekasi Regency, West Java 17530. PKM activities aim to assist in making an Excel-based financial reporting system in implementing science at Fenina Salon & Reflexology. The implementation of the activity will involve assistance in making a Microsoft Excel-based financial reporting system. The activity results have a positive impact on the financial administration of Fenina Salon & Reflexology so that recording becomes more effective and efficient, and financial reports are simple and easy to understand by interested parties in the process of monitoring business development.
**Keywords:** Information Media, Socialization, Digital Information, Financial Report

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## Introduction

In business development and to achieve business success, financial information must be considered by MSMEs and the like (Saggaf et al., 2023). Many MSMEs and business actors still have not made good financial reports, and some have not even kept financial records. MSMEs and other business actors need simple tools to help prepare financial reports. (Sampe et al., 2023). The results of the observations concluded that MSMEs and other types of business actors have made efforts to prepare financial reports as evaluation materials for owners and external parties who need them. However, MSMEs and similar businesses are constrained by human resources who can make financial reports, licensing and legality for halal certification, so they cannot compete in the modern market. According to the opinion of (Khasanah et al., 2023). (Margareta & Siahaan, 2022) This suggests that many MSMEs and other business actors are not aware of the importance of financial reports due to limited information, human resources and knowledge about financial reports.

Micro, Small and Medium Enterprises (MSMEs) are pillars of the Indonesian economy, as evidenced by the ability of MSMEs and similar businesses to save the economy in Indonesia during the 1998 monetary crisis. (Sepdika & Utami, 2023) (Febriandirza & Saraswati, 2022). There has been a significant increase in the number of MSMEs and business actors in Indonesia, inseparable from the problems that cause the failure of business actors. (Nurhaini et al., 2022). Among the influencing factors are simple management, lack of supervision of production processes and quality caused by the system in the entity, simple recording of financial reports, and limited ma Community Service (PKM) was carried out for 1 month, namely March 1 - March 23, 2025, located at Fenina Salon & Reflexology with a continuous process. The following are the results and direct impact of the activities on the program implemented: market access. Businesses still experience several common obstacles, including preparing financial reports, which are carried out manually. (Andriani, 2023). Many business actors have not developed optimally due to the increasing MSME sector and similar businesses. One of the factors that causes this is the lack of attention to the importance of financial management. Business actors tend to ignore the standards set due to a lack of knowledge of financial management. (Kusmaeni et al., 2021).

This community service aims to assist in preparing financial reports on Fenina Salon & Reflexology businesses based on Microsoft Excel to Fenina Salon & Reflexology business administration. This assistance will involve practical steps and guidelines to help Fenina Salon & Reflexology businesses organize their financial data, use Excel formulas and functions, and produce accurate and informative financial reports. With this mentoring, Femina Salon & Reflexology businesses will better prepare their financial reports, improving overall financial management.

## Methodology

### Activity Location

Community service activities will occur at Fenina Salon & Reflexology Jalan Hollywood Boulevard Ruko, Jl. Rodeo Drive No.27 Blok B6, Mekarmukti, Kec. Cikarang Utara, Bekasi Regency, West Java 17530

### Target

The target in this PKM activity is one of the Fenina Salon & Reflexology businesses.

Activity Stages

This community service activity is carried out in three stages of implementation, namely the preparation stage, implementation stage, and evaluation stage. The following are the stages that will be carried out:

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1. Preparation Stage.
   In this initial stage, two mechanisms are carried out:
   a. Partner Survey
      In this mechanism, the activity implementer conducts a gathering at the Fenina Salon & Reflexology business on Hollywood Boulevard Shophouse Road, Jl. Rodeo Drive No.27 Blok B6, Mekarmukti, North Cikarang Sub-district, Bekasi Regency.
   b. Needs Survey
      In this mechanism, the activity implementer conducts a dialogue with the Fenina Salon & Reflexology business owner to socialize what the prospective partner needs.
2. Implementation Phase
   Direct Mentoring**:** Direct mentoring with participants to help them apply the knowledge and skills they have learned in their daily financial management. Mentors guide managing financial records, entering data into Excel, preparing financial reports, and analyzing financial information.
3. Evaluation Phase
   a. Identification of Barriers and Challenges: Evaluate the obstacles and challenges faced during the implementation of mentoring activities. Identify factors that affect the success or difficulty of participants in implementing the use of Microsoft Excel in preparing financial reports.
   b. Analysis of Solutions and Improvements: Analyze the obstacles and develop specific solutions to overcome each challenge. Develop recommendations and improvements to increase the effectiveness of mentoring in the future.
   c. Impact Evaluation: Evaluate the impact of mentoring on the target community. Collect data related to attitude change, skills improvement, and changes in financial report management practices.

## Results and Discussion

Community Service (PKM) was carried out for 1 month, namely March 1 - March 23, 2025, located at Fenina Salon & Reflexology with a continuous process. The following are the results and direct impact of the activities on the program implemented:




**Figure 1. Financial Report System Display**

The picture above is the initial view of the financial reporting system as a result of activities in the process of making a financial reporting system at Fenina Salon & Reflexology.

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**Figure 2. System Control Menu**

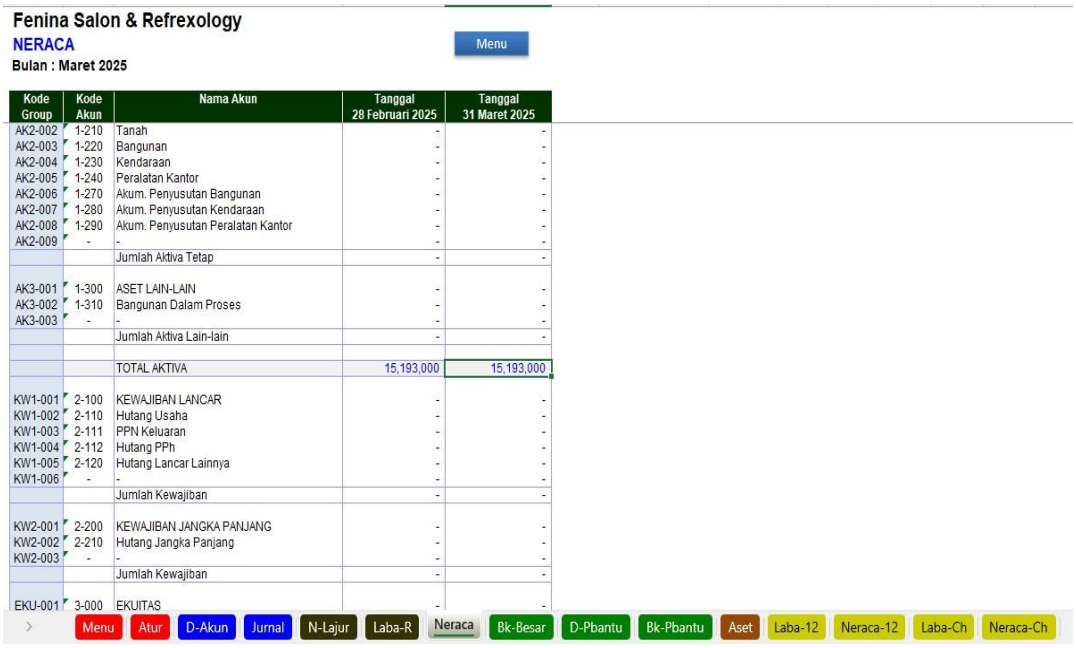
The picture above is the main control menu in the periodic setting of financial statements that will be made to facilitate users in adjusting information periodically.




**Figure 3. Financial Statement Journal Menu**

The picture above is the journal account menu, which functions as recording transactions in financial journals, recording transactions in the journal automatically through accounts that have been created on the D-Account menu so that users only need to journalize the items or accounts that are already available as transaction flow information.

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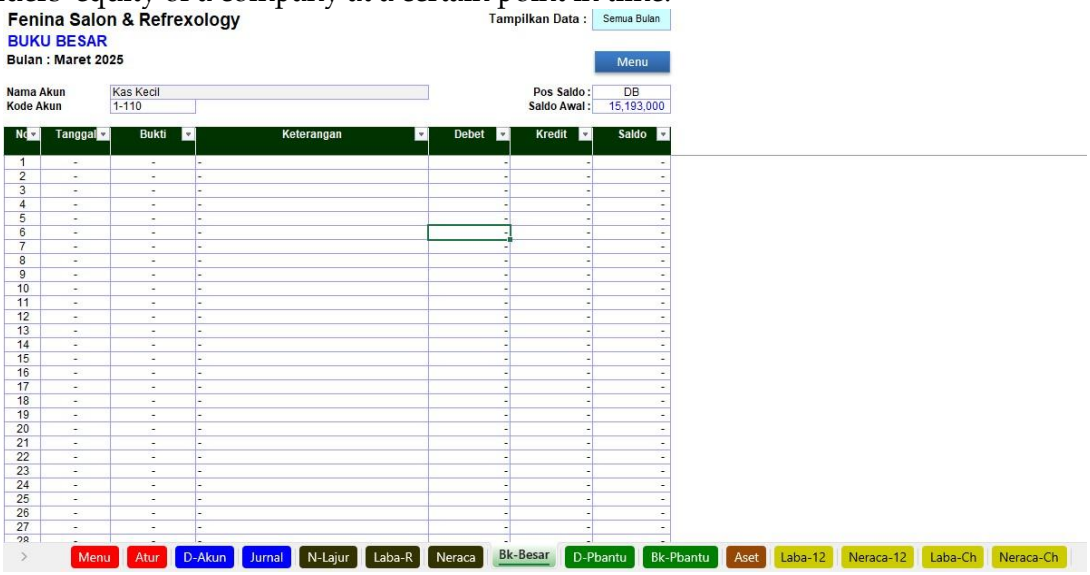
Fenina Salon & Refrexology
NERACA
Bulan : Maret 2025
Menu

| Kode Group | Kode Akun | Nama Akun | Tanggal 28 Februari 2025 | Tanggal 31 Maret 2025 |
|---|---|---|---|---|
| AK2-002 | 1-210 | Tanah | - | - |
| AK2-003 | 1-220 | Bangunan | - | - |
| AK2-004 | 1-230 | Kendaraan | - | - |
| AK2-005 | 1-240 | Peralatan Kantor | - | - |
| AK2-006 | 1-270 | Akum. Penyusutan Bangunan | - | - |
| AK2-007 | 1-280 | Akum. Penyusutan Kendaraan | - | - |
| AK2-008 | 1-290 | Akum. Penyusutan Peralatan Kantor | - | - |
| AK2-009 | - | - | - | - |
| | | Jumlah Aktiva Tetap | - | - |
| AK3-001 | 1-300 | ASET LAIN-LAIN | - | - |
| AK3-002 | 1-310 | Bangunan Dalam Proses | - | - |
| AK3-003 | - | - | - | - |
| | | Jumlah Aktiva Lain-lain | - | - |
| | | TOTAL AKTIVA | 15,193,000 | 15,193,000 |
| KW1-001 | 2-100 | KEWAJIBAN LANCAR | - | - |
| KW1-002 | 2-110 | Hutang Usaha | - | - |
| KW1-003 | 2-111 | PPN Keluaran | - | - |
| KW1-004 | 2-112 | Hutang PPh | - | - |
| KW1-005 | 2-120 | Hutang Lancar Lainnya | - | - |
| KW1-006 | - | - | - | - |
| | | Jumlah Kewajiban | - | - |
| KW2-001 | 2-200 | KEWAJIBAN JANGKA PANJANG | - | - |
| KW2-002 | 2-210 | Hutang Jangka Panjang | - | - |
| KW2-003 | - | - | - | - |
| | | Jumlah Kewajiban | - | - |
| EKU-001 | 3-000 | EKUITAS | - | - |

Menu | Atur | D-Akun | Jurnal | N-Lajur | Laba-R | Neraca | Bk-Besar | D-Pbantu | Bk-Pbantu | Aset | Laba-12 | Neraca-12 | Laba-Ch | Neraca-Ch

**Figure 4. Balance Sheet Account**

The picture above is a balance sheet account, one part of the financial reporting system, a balance sheet is a financial statement that shows the position of assets, liabilities, and shareholders' equity of a company at a certain point in time.



Fenina Salon & Refrexology
BUKU BESAR
Bulan : Maret 2025
Tampilkan Data : Semua Bulan
Menu

Nama Akun: Kas Kecil
Kode Akun: 1-110
Pos Saldo : DB
Saldo Awal : 15,193,000

| No | Tanggal | Bukti | Keterangan | Debet | Kredit | Saldo |
|---|---|---|---|---|---|---|
| 1 | - | - | - | - | - | - |
| 2 | - | - | - | - | - | - |
| 3 | - | - | - | - | - | - |
| 4 | - | - | - | - | - | - |
| 5 | - | - | - | - | - | - |
| 6 | - | - | - | - | - | - |
| 7 | - | - | - | - | - | - |
| 8 | - | - | - | - | - | - |
| 9 | - | - | - | - | - | - |
| 10 | - | - | - | - | - | - |
| 11 | - | - | - | - | - | - |
| 12 | - | - | - | - | - | - |
| 13 | - | - | - | - | - | - |
| 14 | - | - | - | - | - | - |
| 15 | - | - | - | - | - | - |
| 16 | - | - | - | - | - | - |
| 17 | - | - | - | - | - | - |
| 18 | - | - | - | - | - | - |
| 19 | - | - | - | - | - | - |
| 20 | - | - | - | - | - | - |
| 21 | - | - | - | - | - | - |
| 22 | - | - | - | - | - | - |
| 23 | - | - | - | - | - | - |
| 24 | - | - | - | - | - | - |
| 25 | - | - | - | - | - | - |
| 26 | - | - | - | - | - | - |
| 27 | - | - | - | - | - | - |

Menu | Atur | D-Akun | Jurnal | N-Lajur | Laba-R | Neraca | Bk-Besar | D-Pbantu | Bk-Pbantu | Aset | Laba-12 | Neraca-12 | Laba-Ch | Neraca-Ch

**Figure 5. Ledger Account**

The picture above is ledger account information that functions as information on cash output transactions from previously made journal transactions so that the entry and exit of funds can be seen clearly and neatly.

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**Figure 6. Activity process**



**Picture 7. Photo with the Owner of Fenina Salon & Reflexology**

Figures 6 and 7 above are photos of activities in the process of creating an Excel-based financial reporting system at Fenina Salon & Reflexology at the final stage with technical guidance in operating the financial reporting system. Then continue with the evaluation stage of activities from start to finish which will be a reference for improvement or optimization in the future so that it becomes a sustainable cooperation activity. The result of the activity is a simple technology system output that can be applied simply and with competitive results.

## Conclusion

Community Service Activities (PKM) were conducted on March 23, 2025, at the partner location, Fenina Salon & Reflexology Jalan Hollywood Boulevard Ruko, Jl. Rodeo Drive No.27 Blok B6, Mekarmukti, Kec. Cikarang Utara, Bekasi Regency, West Java 17530, which was carried out by a team of lecturers from Pelita Bangsa University as the activity implementation team and Fenina Salon & Reflexology as Partners in PKM Activities. From the results of the situation analysis and the solutions provided by the implementation team to partners, it is concluded that this activity is designed for socialization, so it must carry out the process of designing a financial reporting system first. The results of this activity are highly appreciated by the owner of Fenina Salon & Reflexology, especially those who run financial administration do not need to have to do journaling and bookkeeping manually, which is time-consuming Fenina Salon & Reflexology no longer needs to read financial reports that are complicated to understand, even the financial reporting system resulting from this PKM activity is easy for anyone to understand. The results of this activity serve as a foundation for the PKM team to be even better in implementing knowledge and knowledge that is beneficial to the surrounding environment and many communities to create the expected independence together.

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